

**CONSTITUTION AND BY-LAWS**  
**OF THE PRINCIPALS' ASSOCIATION**  
**OF THE DIOCESE OF MADISON**

**PREAMBLE**

We, the principals of the Diocese of Madison, believe that Catholic schools which realize the fourfold purpose of Christian education, to teach doctrine, to build community, to serve others and to worship our God, “are the most effective means available to the church for the education of children and young people” (*To Teach As Jesus Did, #101*). We also affirm the conviction that the Catholic school “retains its immense importance in the circumstances of our time” (*Declaration on Christian Education, #8*).

We principals believe that we need to encourage one another in our ministry of education of young people in this Diocese as we strive to accomplish specific goals. Therefore, to have a unified collegial effort in the Diocese, we hereby ordain and establish this constitution of the Principals' Association of the Diocese of Madison.

**CONSTITUTION**

**Article I      Name**

Section 1      The name of this organization shall be the Principals' Association of the Diocese of Madison.

**Article II      Purpose**

Section 1      To provide leadership and support in Catholic education, fostering updated professionalism and religious development.

Section 2      To nurture growth in faith, community, and service among the members of this association.

Section 3      To promote the future of Catholic education in the Diocese.

Section 4      To encourage collaboration and cooperation among schools and parishes in the Diocese.

Section 5      To work in conjunction with the Diocesan Office of Catholic Schools.

**Article III      Membership**

Section 1      Honorary Membership: Bishops of the Diocese of Madison

Section 2      Ex officio Membership: Diocesan Superintendent of Schools, Assistant Superintendent of Schools and all pastors of the Diocese of Madison.

Approved 11/30/2007  
Revised 09/11/2009  
4/19/2012

Section 3 Active Membership: All principals, assistant principals or designees of Catholic schools in the Diocese of Madison

#### **Article IV Association Board**

Section 1 The officers of the Executive Committee and all Area Chairpersons shall constitute the Association Board. These Association Board members will be responsible for specific functions as outlined in the By-laws. The Superintendent of Schools and Assistant Superintendent of Schools shall be ex officio members of the Association Board.

Section 2 Each Area shall elect two Association Board members: an Area Chairperson and an Executive Committee member. No principal may serve in both offices simultaneously.

Section 3 An Area Chairperson is elected for a two year term and may be re-elected for a second consecutive term but not a third consecutive term.

Section 4 An Executive Committee member is elected for a term of two years and may be re-elected for a second consecutive term but not for a third consecutive term.

Section 5 Each area should elect only one new Board member a year. The chairperson and the Executive Committee member should be elected in alternate years.

Section 6 The Executive Committee is composed of the following officers: President, Vice-President, Program Chairpersons, and Recording Secretary.. The Executive Committee is directed to make decisions for the Principals' Association as necessary. The Association Board will be informed of such decisions at the next Association Board meeting.

#### **Article V Meetings**

Section 1 The Association Board shall meet regularly, but no less than 4 times annually at times as determined by the Board.

Section 2 Area meetings shall be held between each scheduled Association Board meeting and may be held more often.

Section 3 All principals shall meet together for periodic inservice as planned by the Association Board and Office of Catholic Schools.

#### **Article VI Relationships**

Section 1 Principals work cooperatively with the Office of Catholic Schools.

Section 2 Principals support other Diocesan Offices, Boards and Committees.

#### **Article VII Committees**

Section 1 Standing and ad hoc committees, their duties and membership shall be determined by the Association Board as appropriate.

## **Article VIII Amendments**

- Section 1 This constitution may be amended at any regular meeting by a two-thirds vote of the active membership present provided that such proposed amendment was presented at a previous meeting and written notice distributed to each active member.

## **BY-LAWS**

### **Article I Duties of Officers**

- Section 1 The President shall, in cooperation with the Office of Catholic Schools, develop an agenda for Association Board meetings. The President shall preside at all Association Board meetings and all Executive Committee meetings. The President shall be the official representative of the Principals' Association of the Diocese of Madison whenever such representation is needed.
- Section 2 Program Chairpersons, in cooperation with the Office of Catholic Schools, initiate and plan the programs to be conducted for the entire Association. The Program Chairpersons may appoint committees from the association members to assist in programming as appropriate.
- Section 3 The Recording Secretary/ keeps the minutes of all Board meetings, and upon approval of the Office of Catholic Schools distributes minutes to the members of the Association.
- Section 4 The Vice-President will assume the duties of any executive officer unable to complete his/her term of office until such time as the vacant office is filled.
- Section 5 In the event of a vacancy on the Executive Committee, the Board may choose to reorganize its officers.

### **Article II Election of Officers**

- Section 1 Each Area shall elect an Area Chairperson and a member for the Executive Committee before the final all principals meetings.
- Section 2 Only members of the Executive Committee are nominees for the offices of the Principals' Association of the Diocese of Madison.
- Section 3 The Officers of the Association shall be elected by the Association Board.
- Section 4 Officers will assume duties after the final all principals meeting of the school year.
- Section 5 In the event of a vacancy on the board, the Area lacking representation must provide a replacement for the remainder of the term.

### **Article III Order of Business of the Association Board**

- Section 1 The Order of Business for regular meetings shall be: prayer, approval of the minutes of the previous meeting, approval of the treasurer's report, report of the Executive Committee officers, report of the Area Chairpersons, Office of Catholic

Schools administrative reports, business, evaluation, preparation for next meeting, adjournment.

**Article IV Area Chairpersons**

- Section 1 Area Chairpersons represent their areas at the Association Board meeting.
- Section 2 Area Chairpersons shall provide written and/or oral reports of Area meetings to the Association Board.
- Section 3 Area Chairpersons report Agenda proceedings of Association Board meetings to their Area Principals.
- Section 4 The Area Chairperson may also be called on to notify Area members of special events or emergencies.
- Section 5 Area Chairpersons shall set and send out the agenda for each Area meeting, and shall facilitate the meeting.
- Section 6 Should a vacancy occur, the area lacking representation must provide a replacement for the remainder of the term. A person serving as interim will remain eligible to serve up to two consecutive terms once the interim term is completed.

**Article V Meetings**

- Section 1 The Association Board shall schedule meetings to be held at the Office of Catholic Schools. All Executive Board officers and Area Chairpersons are expected to attend all meetings.
- Section 2 Area meetings should be held between Association Board meetings. They should be scheduled so that only one Area meeting is on a given day.
- Section 3 Each Area Chairperson will inform the Office of Catholic Schools of the time, place and agenda of the Area Principal meeting.
- Section 4 The Association Board will meet with all active Association members at the first “all principals” meeting of the school year.

**Article VI Dues**

- Section 1 Annual dues shall be determined each year in January by the Association Board for the next school year. Dues shall be collected and managed by the Office of Catholic Schools.

**Article VII Amendments**

- Section 1 These by-laws may be amended at any regular meeting by a two-thirds vote of the active membership present provided that such proposed amendment was presented at a previous meeting and written notice distributed to each active member.